# **Step-by-Step Instructions for Voting and Viewing Results**

Voting in the Student Mock Election is easy. There are two ways to vote: Online or by Paper Ballot.

For assistance with any of the following, please contact us a MockElection@sos.nv.gov.

#### **Online Ballot**

- 1. After registering, your Administrator/Coordinator Login and Password will be emailed to you by the State Administrators. Use this Login and Password to access your School Administrator page at: YouthVote.nv.gov/admin/default.aspx
- 2. After logging in, enter the numbers of student login being requested and click "add".
- 3. Select either "View on Page" or "Save as Excel" to view the number of logins requested.
- 4. These student logins (Voter ID and Passwords) can now be used to access, mark, and vote a ballot once voting begins.
- 5. To add more logins, repeat steps 2 and 3.

## **Paper Ballot**

- 1. Paper ballots can be downloaded from: YouthVote.nv.gov/MockElection/ballot.aspx
- 2. Once printed, the ballots can be voted by hand (like an absentee ballot).
- 3. Tabulate paper ballots by hand. (i.e. educator, Student Council, Government class, etc.)
- 4. Add the results from the paper ballots to YouthVote.NV.gov:
  - i) Log in to your School Administrator page at: YouthVote.nv.gov/admin/default.aspx.
  - ii) Under the section of the page labeled *Enter and display your school's vote*, select "Enter batch vote from paper ballots for \_ School"

## **View Results**

#### Statewide Results:

- 1. Go to YouthVote.NV.gov.
- 2. On the left vertical menu, select "Results".

### **School Results:**

- 1. Log in to your School Administrator page at: <u>YouthVote.nv.gov/admin/default.aspx</u>
- 2. Under the section of the page labeled *Enter and display your school's vote*, select "Show the total vote for \_ School"

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